



**UNITED STATES BANKRUPTCY COURT
Northern District of Iowa**

NOTICE OF POSITION VACANCY

Position: PC Support Specialist (2006-05SC)

Grade: 25

Location: Sioux City, Iowa

Tour of Duty: Part-Time Permanent (20 hours/week)

First Review of Applications: December 6th, 2006

Starting Salary: \$17,170 to \$21,298
(based on qualifications)

General Information

The United States Bankruptcy Court for the Northern District of Iowa is recruiting for the position of PC Support Specialist. The Clerk's Office is located in Sioux City, Iowa.

Representatives Duties and Responsibilities

- Assembles, tests, installs, and maintains computer hardware, software, and peripheral equipment.
- Troubleshoots and fixes technical program problems.
- Performs routine maintenance on the local area network.
- Analyzes computer users needs, makes recommendations, and implements solutions.
- Provides training and technical assistance to clerk's office staff and chambers staff.
- Serves as a consultant and advises users on computer related problems.
- Other duties as assigned.

Preferred Skills

- Exceptional organizational skills, particularly priority management.
- Strong problem solving and analytical skills.
- Demonstrates a desire to improve and keep current on technological skills related to the position.

Requirements

- Demonstrated ability to diagnose computer hardware, software, and network issues and formulate steps for resolution.
- Experience with and ability to provide end-user support for common office productivity applications such as e-mail, word processing, electronic spreadsheets, and web browsers.
- Experience with and working knowledge of personal computer hardware, printers, scanners and other peripherals.
- Ability to learn and demonstrate functionality of new off-the-shelf and proprietary software packages and features.
- Demonstrated ability to communicate with others about technical issues in non-technical language.

Education Requirements

Four year degree and minimum two years specialized experience performing the duties and responsibilities of this position as described is preferred. Consideration will be given to applicants who demonstrate a sufficient combination of education, general experience, and specialized experience performing the duties and responsibilities of this position.

Other Information

Work is performed in an office setting. Some physical effort may be involved in moving, connecting, or troubleshooting equipment. Duties may require working during non-business hours.

Employees are required to adhere to the Code of Conduct, which is available for review upon request.

Information for Applicants

Judiciary employees serve under “excepted appointment” and are considered “at will” employees.

Benefits include health and life insurance coverage, paid leave, paid holidays, retirement benefits, participation in the TSP (Thrift Savings Plan), and supplemental benefits which include The Federal Judiciary Long Term Care Program; Flexible Benefit Program (Health Care Reimbursement Account and Dependent Care Reimbursement Account); Commuter Benefits Program.

As a condition of employment, an FBI Background Check and Investigation is conducted. The incumbent will be appointed provisionally, and retention will depend upon successful completion of the background investigation.

Must be U.S. citizen or eligible to work in the United States.

Mandatory participation in Electronic Fund Transfer for payroll deposit.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The United States Bankruptcy Court, Northern District of Iowa is an Equal Opportunity Employer.

Participation in the interview process is at the applicant's own expense. Relocation expenses are not being offered.

Procedures for Applying

To be assured consideration for this position please submit the following:

- **Application for Judicial Branch Federal Employment**
(link to this document is found on the court's web site at www.ianb.uscourts.gov)
- **Cover Letter and Resume** (include announcement number)
- **References**

Documents must be sent in PDF format to:

hr@ianb.uscourts.gov